Fiscal Calendar

Fiscal Calendar view allows user to setup and manage the financial year of the company. Fiscal period must be opened for user to be able to post transaction documents.

Below actions are available under "Fiscal Calendar":

Create new fiscal calendar of accounts; update, delete, view and search for a fiscal calendar

C Open / close a fiscal period or document

E Fiscal Calendar	×						
2 🖉		Update Carry Forv	ward Entry				
Name 🔺	Calendar Code	Year Start	Year End	Name		Calendar Code	
iscal Year 2015	Year 2015	Jan 1, 2015	Dec 31, 2015	 Fiscal Year 20 	15	Year 2015	
				Year Start		Year End	
				01/01/2015		✓ 31/12/2015	
						* 51/12/2015	
				Description			
				Fiscal Year 20	Create New	Save	Revert Delete
	the Total 1 records.			×			
	eriods Documents						
				Start Date		End Date	
Fiscal Quarters & Pe	eriods Documents		Jan 1, 2015		Mar 31, 20		
iscal Quarters & Pe	eriods Documents		Jan 1, 2015 Jan 1, 2015		Mar 31, 20 Jan 31, 20	015	
Fiscal Quarters & Pe	eriods Documents					015 15	
Fiscal Quarters & Pe Quarter - 1 Jan-15	eriods Documents		Jan 1, 2015		Jan 31, 20	015 15 015	
Fiscal Quarters & Pe Quarter - 1 Jan-15 Feb-15 Mar-15	eriods Documents		Jan 1, 2015 Feb 1, 2015		Jan 31, 20 Feb 28, 20	015 15 015 015	
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iscal Quarters & Pe Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 May-15 Jun-15 Quarter - 3	eriods Documents		Jan 1, 2015 Feb 1, 2015 Mar 1, 2015 Apr 1, 2015 Apr 1, 2015 May 1, 2015 Jun 1, 2015 Jul 1, 2015		Jan 31, 20 Feb 28, 20 Mar 31, 20 Jun 30, 20 Apr 30, 20 May 31, 21 Jun 30, 20 Sep 30, 20	015 15 015 015 015 015 015 15 015 15 15	
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Fiscal Quarters & Pe Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 Jun-15 Quarter - 3 Jul-15 Aug-15 Sep-15	eriods Documents		Jan 1, 2015 Feb 1, 2015 Mar 1, 2015 Apr 1, 2015 Apr 1, 2015 May 1, 2015 Jun 1, 2015 Jul 1, 2015 Jul 1, 2015		Jan 31, 20 Feb 28, 20 Mar 31, 20 Jun 30, 20 Apr 30, 20 May 31, 21 Jun 30, 20 Sep 30, 22 Jul 31, 201	215 15 15 215 215 215 215 215 215 215 21	
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Fiscal Calendar ×					
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Fiscal Year 2015 Year 2015	Jan 1, 2015	Dec 31, 2015		/ear 2015	Year 2015
		(Vara Ch		Year End
			Year St		
			01/01/	2015	✓ 31/12/2015 ✓
			Descrip	tion	
			* Fiscal Y	ear 2015	
					Create New Save Revert Delete
			~		
Selected row 1 from the Total 1 records.					
Fiscal Quarters & Periods Documents					
Fiscal Period January 2015	<i>"</i>	Select		Deselect All	
	Document				Status
Journal Entry				Open	^
Debit Memo				Open	
Credit Memo				Open	
Non Trade Invoice				Open	
Receipt				Open	
Payment				Open	
Budget				Open	
Asset				Open	
Asset Entry				Open	
Asset Disposal				Open	
Recurring Entry				Open	
Sales Forecast				Open	>

Field Name	Description	Mandatory Information
Name	Name of calendar	Υ
Calendar Code	Custom code for the fiscal calendar	Y
Year Start	Date start the calendar	Υ
Year End	Date end the calendar	Υ
Description	Description	Ν

Create New Fiscal Calendar

 Click "Create New" button at the right side of screen

Fiscal Calendar ×								
2 🖉		Update Carry For	ward Entry					
Name A	Calendar Code	Year Start	Year End	φ	Name		Calendar Code	
Fiscal Year 2015	Year 2015	Jan 1, 2015	Dec 31, 2015	^	Fiscal Year 2015		Year 2015	
					Year Start 01/01/2015 Description Fiscal Year 2015	v	Year End 31/12/2015	~
Selected row 1 from the	a Tatal 1 records)>		Create <u>N</u> ew	Save Revert	Delete

2. Fill up the information on the form on the right side of the screen

3. Click "Save" button at the right side of screen when done, it will automatically generate fiscal quarters and monthly periods for the fiscal year

Update Fiscal Calendar Details, Open / Close Fiscal Period or Documents

1. Click on fiscal calendar to be updated, it will bring up the selected fiscal calendar details on the right side of the screen

2. Click "Save" button at the right side of the screen when done with the update

3. Click "*Revert*" button at the right side of the screen to reverse any changes

4. On *"Fiscal Quarters & Periods"* tab, select a fiscal period (quarter or month), right click on the selected period, and change the open / close status using the pop up options. User can update month end account balance as well

2 🖉		Update Carry For	ward Entry					
Name 🔺	Calendar Code	Year Start	Year End		Name		Calendar Code	
scal Year 2015	Year 2015	Jan 1, 2015	Dec 31, 2015	^	Fiscal Year 2015		Year 2015	
					Year Start		Year End	
					01/01/2015		▼ 31/12/2015	
					Description Fiscal Year 2015			
				~		Create New	Save Revert	Delete
iscal Quarters & Perio	Documents Period				rt Date		End Date	
	Period					Mar 31, 2015		
Quarter - 1 Jan-15	Period	en Fiscal Period				Mar 31, 2019 Jan 31, 2015	5	
Quarter - 1 Jan-15 Feb-15	Period	en Fiscal Period se Fiscal Period					5	
Quarter - 1 Jan-15	Period Opt Clo	se Fiscal Period	count Balances			Jan 31, 2015	5	
Quarter - 1 Jan-15 Feb-15 Mar-15	Period Opt Clo	se Fiscal Period date Month End Ac	Apr 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2015 Jun 30, 2015	5	
Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15	Period Opt Clo	se Fiscal Period date Month End Ac	Apr 1, 2015 Apr 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2015 Jun 30, 2015 Apr 30, 2015	5	
Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 May-15	Period Opt Clo	se Fiscal Period date Month End Ac	Apr 1, 2015 Apr 1, 2015 May 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2015 Jun 30, 2015 Apr 30, 2015 May 31, 2015	5	
Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 May-15 Jun-15	Period Opt Clo	se Fiscal Period date Month End Ac	Apr 1, 2015 Apr 1, 2015 May 1, 2015 Jun 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2015 Jun 30, 2015 Apr 30, 2015	5	
Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 May-15 Jun-15 Quarter - 3	Period Opt Clo	se Fiscal Period date Month End Ac	Apr 1, 2015 Apr 1, 2015 May 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2015 Jun 30, 2015 Apr 30, 2015 May 31, 2015	5	
Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 May-15 Jun-15	Period Opt Clo	se Fiscal Period date Month End Ac	Apr 1, 2015 Apr 1, 2015 May 1, 2015 Jun 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2015 Jun 30, 2015 Apr 30, 2015 May 31, 2015 Jun 30, 2015	5	
Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 May-15 Jun-15 Quarter - 3	Period Opt Clo	se Fiscal Period date Month End Ac	Apr 1, 2015 Apr 1, 2015 May 1, 2015 Jun 1, 2015 Jul 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2015 Jun 30, 2015 Apr 30, 2015 May 31, 2012 Jun 30, 2015 Sep 30, 2015	5	
Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 May-15 Jun-15 Quarter - 3 Jul-15	Period Opt Clo	se Fiscal Period date Month End Ac	Apr 1, 2013 Apr 1, 2015 May 1, 2015 Jun 1, 2015 Jul 1, 2015 Jul 1, 2015 Jul 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2019 Jun 30, 2015 Apr 30, 2015 May 31, 2011 Jun 30, 2015 Sep 30, 2015 Jul 31, 2015	5 5 5	
Quarter - 1 Jan-15 Feb-15 Mar-15 Quarter - 2 Apr-15 Jun-15 Quarter - 3 Jul-15 Aug-15 Sep-15	Period Opt Clo	se Fiscal Period Jate Month End Ac	Apr 1, 2013 Apr 1, 2015 May 1, 2015 Jun 1, 2015 Jul 1, 2015 Jul 1, 2015 Aug 1, 2015			Jan 31, 2015 Feb 28, 2015 Jun 30, 2015 Apr 30, 2015 May 31, 2017 Jun 30, 2015 Sep 30, 2015 Jul 31, 2015 Aug 31, 2015		
Feb-15 Mar-15 Quarter - 2 Apr-15 May-15 Jun-15 Quarter - 3 Jul-15 Aug-15 Sep-15	Period Opt Clo	se Fiscal Period Jate Month End Ac	Apr 1, 2013 Apr 1, 2015 May 1, 2015 Jun 1, 2015 Jul 1, 2015 Jul 1, 2015 Aug 1, 2015 Sep 1, 2015			Jan 31, 2015 Feb 28, 2015 Mar 31, 2015 Jun 30, 2015 Apr 30, 2015 May 31, 2015 Sep 30, 2015 Sep 30, 2015 Jul 31, 2015 Aug 31, 2011 Sep 30, 2015	5 5 5 5 5 5 5 5 5 5 5 5 5	

5. On "Documents" tab, select an account document and change the open / close status using the buttons on the bottom right of the screen

🔲 Fiscal Calendar 🗡								
2 🔊		Update Carry Forw	ard Entry					
Name *	Calendar Code	Year Start	Year End	∎ <u>N</u> a	me		Calendar Code	
Fiscal Year 2015	Year 2015	Jan 1, 2015			cal Year 2015		Year 2015	
			ſ	Ve	ir <u>S</u> tart		Year End	
					/01/2015	~		
					/01/2013	•	51/12/2015	
					scription			
					al Year 2015	Create New	Save	Revert Delete
Selected row 1 from the Fiscal Quarters & Perior Fiscal Period January 2	ds Documents	<u>م</u>	Select	·	Deselect All			
riscal Period January 2	•	Document	Select		Deselect All		Status	[
Journal Entry		bocament			Open		510105	
Debit Memo					Open			r
Credit Memo					Open			
Non Trade Invoice					Open			
Receipt					Open			
Payment					Open			
Budget					Open			
Asset					Open			
Asset Entry					Open			
Asset Disposal					Open			
Recurring Entry					Open			
Sales Forecast					Open			
						000	n Fiscal Period(s)	E.

Delete Fiscal Calendar

1. Click on fiscal calendar to be deleted, it will bring up the selected fiscal calendar on the right

side of the screen

2. Click on "Delete" button at the right side of screen

3. Click on "Yes" button on the pop-up window to confirm fiscal calendar deletion

Fiscal Calendar ×						
2 🖉		Update Carry Forw	ard Entry			
Name A	Calendar Code	Year Start	Year End	17	Name	Calendar Code
Fiscal Year 2015	Year 2015	Jan 1, 2015	Dec 31, 2015	< ()>	Fiscal Year 2015 Year Start 01/01/2015 Description Fiscal Year 2015	Deleting record? Do you really wish to delete this record? Yes No Create New Save Bevert Delete

View and Search for Fiscal Calendar Details

1. Enter search parameter to filter the result, i.e. type in the fiscal calendar name in the search textfield box at the top of the screen.

Fiscal Calendar ×								
2 🔊	Search Engine	Update Carry Forwa	ard Entry					
Name 🔺	Calendar Code	Year Start	Year End					
Fiscal Year 2015	Year 2015	Jan 1, 2015	Dec 31, 2015	^				

2. Click on fiscal calendar to view, it will bring up the details on the right side of the screen, it's fiscal quarter & periods at the bottom table, and it's related account documents on the "Document" tab